

SL 2014-120 Report Hertford County Public Health Authority

Part 1A: On-site Water Protection: Standardize Certain Regulatory Review Procedures

Background: *Hertford County Public Health Authority Environmental Health receives applications for various on-site wastewater functions, including, but not necessarily limited to septic system inspections, lot evaluations, and system repair evaluations. Large system evaluations and unsuitable lot re-evaluations are the primary examples of engineer reviews.*

- I. Systems with design daily flows $\geq 3,000$ total gallons per day [15A NCAC 18A .1938(e)] or for treatment of industrial process wastewater (IPWW) [15A NCAC 18A .1938(f)].
 - A. Receive application
 - B. Assign staff
 - C. Notify state regarding need for review and convey materials to the State
 - D. Assist the State with processes outlined in Part 1A, Section I of the State report
- II. Design plans and specifications pursuant to Rule .1938(f).
 - A. Receive application
 - B. File a Request for Review describing which elements of the Submittal the OSWP should review.
 - C. Convey the Regulatory Submittal and Request to Review to the OSWP.
 - D. Assist the State with processes outlined in Part 1A, Section IB of the State report
- III. Design plans and specifications pursuant to Rule .1948(d);unsuitable lot classifications
 - A. Receive application
 - B. File Request for Review for a proposal submitted based on Rule .1948(d) and convey it to the OSWP with the Regulatory Submittal.
 - C. Assist the State with processes outlined in Part 1A, Section IC of the State report
- IV. Design plans and specifications for flow reduction utilizing low-flow fixtures or low-flow technologies pursuant to Session Law 2013-413 or 2014-120
 - A. Receive application
 - B. Conduct Review
 - C. Provide a response to the Submitting Party that includes:
 - a. *An approval of the system engineering plans and specifications, or*
 - b. *A request for revisions that include:*

- (a) A section detailing any required revisions with citation of applicable statute or rule(s);
 - (b) A section detailing any suggested or recommended revisions based upon current knowledge base (guidance, manuals or standards of practice).
- c. *A request for additional information* that includes:
 - (a) A section detailing any required additional information with citations of applicable statute or rule(s) and;
 - (b) A section detailing any suggested additional information based upon current knowledge base (guidance, manuals, or standards of practice).

V. Design Daily Flow Review pursuant to Rule 1949

- a. Receive application
- b. File request for review for a proposal submitted based on Rule. 1949 and convey it to State with Regulatory Submittal.
- c. Assist State with processes outlined in Part 1A, Section II.A of the State Report

Part 1B: Food Protection and Facilities: Standardize Certain Regulatory Review Procedures

Background: Hertford County Public Health Authority Environmental Health receives requests for general Food and Lodging Plan reviews as related to new and expanded facilities

- I. Plan Review of Chain/Franchised Food and Lodging Facilities
 - a. Upon notification of intent to construct or modify a chain or franchised establishment, applicant is referred to State Food and Lodging Plan Review Staff for review.
 - b. County staff will assist State staff as requested or required.

Part 2A: On-site Water Protection Informal Internal Review Processes and Procedures to Develop and Maintain a List of Review Engineers

- I. If submitting Party request an Informal Internal Review of an engineered design, the request will be forwarded to the State in accordance with Part 2A, Section III of the State Report.

II. A list of P.E.'s available for Informal Internal Reviews will be developed in accordance with Part 2A Section IV of the State Report

Part 2B: Food Protection and Facilities Informal Internal Review Processes and Procedures to Develop and Maintain a List of Review Engineers.

I. If a submitting party requests an Informal Internal Review of an engineered design, the request will be forwarded to the State in accordance with the Part 2B, Section II of the State Report.

Part 3A: Onsite Water Protection Review of Working Job Titles

- I.** Provide a simple description of how you researched working job titles of every local On-site Water Protection employee on your staff with job duties that include review of Regulatory Submittals here.
 - a. Hertford County Public Health Authority Environmental Health has on 1 1/2 REHS on staff. Neither is an engineer, and neither job description includes such designation.

Part 3B: Food Protection and Facilities Review of Working Job Titles

- I.** Provide a simple description of how you researched working job titles of every local Food Protection and Facilities employee on your staff with job duties that include review of Regulatory Submittals here.
 - a. Hertford County Public Health Authority has only 1 1/2 REHS on staff. Neither is an engineer, and neither job description includes such designation.